

# POSITION DESCRIPTION

## Instruction for Managers

1. Give a copy of Position Description to the volunteer.
2. Copy signed Position Description for the volunteer.
3. Update the volunteer File Manager.
4. Place the signed copy on the volunteer file.

## Instruction for Volunteers

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy.
4. This may change with the Business.
5. Keep the Manager informed if changes occur.

**POSITION TITLE: TREE PLANTER**

## MISSION STATEMENT / CORE BUSINESS STATEMENT:

The restoration of Winton Wetlands will be a project of national scientific, cultural, and environmental significance with a focus on education, research, tourism, recreational and community development. The project will be known for its wide local, region and national support.

## POSITION DETAILS

Reporting to	Field Ecologist
Liaises with internally	Field Staff
Project Description	The planting is part of a project being generously funded by Victoria's <b>Environment Protection Authority</b> to increase the floristic and structural diversity of several sites that have recently undergone the process known as 'ecological thinning'.
Purpose of the Position	To assist with planting native species and contribute to the ongoing restoration of Winton Wetlands.
Terms and Conditions	As per the Volunteer Consent and Agreement form.
Essential Criteria	<ul style="list-style-type: none"> <li>• An interest in conservation and ecological restoration</li> <li>• Demonstrated ability to understand and follow instructions and work under supervision and in a team environment</li> <li>• Demonstrated well developed interpersonal and communication skills and capacity to communicate via email</li> <li>• Ability to work outdoors and use garden tools</li> <li>• An appreciation for cultural diversity and an ability to work with people from diverse backgrounds</li> </ul>
Behaviours Required	<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Solutions driven</li> <li>• Honesty and Integrity</li> </ul>
Workplace Health & Safety	<ul style="list-style-type: none"> <li>• Contribute to and maintain the positive safe workplace</li> <li>• Maintain a safe and secure working environment</li> <li>• In the event of an emergency, assist with Winton Wetlands emergency response procedures</li> <li>• Ensure that all reasonable steps are taken to protect personal safety at work</li> <li>• Comply with all PPE requirements.</li> </ul>
Other relevant information	<ul style="list-style-type: none"> <li>• Applicants must be willing and capable to undertake a physically demanding role in an outdoor environment. Reasonable physical health and mobility is essential as Winton Wetlands is a restoration site with limited access for those with impaired mobility.</li> <li>• Volunteers will work under the supervision of Winton Wetlands staff.</li> <li>• Garden volunteers will not use chemicals or machinery.</li> <li>• Garden volunteers must supply their own hats and gloves.</li> <li>• Training will be provided via induction and on the job.</li> </ul>

# TASKS AND RESPONSIBILITIES

For the Job

Together with other Winton Wetlands staff and volunteers, undertake a range of tasks including, but are not limited to:

- Soil improvement
- Raking
- Planting
- Wheelbarrowing
- Watering
- Digging
- Weeding

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the volunteer role at Winton Wetlands.

Signed:

Volunteer \_\_\_\_\_

Date \_\_\_\_\_

Manager \_\_\_\_\_

Date \_\_\_\_\_